

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

**NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD**

Date: Wednesday, April 9, 2008
Time: 4:00 p.m. – 6:00 p.m.
Location: Human Services Agency
170 Otis, Born Auditorium
San Francisco, CA. 94103

AGENDA APPEARS ON THE REVERSE SIDE

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Telephone: 415-554-7724 Fax: 415-554-5163
E-mail: scf@sfgov.org

The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.



If you require special accommodation due to a disability, please call Kriztina Palone at 415-554-6192 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Wednesday, April 2, 2008

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| E-mail: Workforce.Development@sfgov.org |
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**AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
WEDNESDAY APRIL 9, 2008**

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda (<i>Action Item</i>)
2. Adoption of the Minutes (<i>Action Item</i>)* a. January 10, 2008 b. February 20, 2008
3. Director's Report (<i>Discussion Item</i>) a. Workforce Services Request for Proposals
4. New Youth Council (<i>Discussion Item</i>)* a. Recruitment of New Members b. Orientation of New Members
5. Chair's Report (<i>Discussion Item</i>)
6. Public Testimony on Non-Agenda Items (<i>Discussion Item</i>)
7. Future Agenda Items (<i>Discussion Item</i>)
8. Recognition of Youth Council Members (<i>Discussion Item</i>)
9. Adjournment (<i>Action Item</i>)

***Materials Included**

**PLEASE NOTE THAT THIS MEETING WILL BE HELD
AT 170 OTIS IN BORN AUDITORIUM
FROM 4:00-6:00PM**

**ATTACHMENT #1
(SEE AGENDA ITEM #4a)**

YOUTH COUNCIL MEMBERSHIP

The WIA specifies the categories of members who must be represented on the Youth Council. These are presented in the column on the left. In addition to the required Council members named in WIA, examples of organizations and individuals for your consideration for Youth Council membership are presented in the middle column. Criteria that could be considered when identifying members are listed in the column on the right.

The Act states that membership:

(A) shall include:

(i) members of the local board...with special interest or expertise in youth policy;

(ii) representatives of youth service agencies, including juvenile justice and local law enforcement agencies;

(iii) representatives of local public housing authorities;

(iv) parents of eligible youth seeking assistance under this subtitle;

(v) individuals, including former participants, and representatives of organizations, that have experience relating to youth activities; and

(vi) representatives of the Job Corps, as appropriate; and

(B) may include such other individuals as the chairperson of the local board, in cooperation with the chief elected official determines to be appropriate

Examples of organizations and individuals to consider:

- Businesses (chief executive officer or human resources director)
- Organized labor leader
- School district superintendent
- School district director of guidance or pupil personnel services
- College or University president
- County or municipal Youth Bureau director
- WIA youth services director
- STW partnership coordinator
- Executive director of community-based organization that serves youth
- Department of Labor regional director
- Executive of agency that serves individuals with disabilities
- One-Stop Career Center manager
- Adult education director
- Alternative education program director
- County social services commissioner
- Regional or local providers of substance abuse services
- Health department director or commissioner
- Faith-based youth leader
- Local or County Youth Services Depts.

Criteria that could be considered when identifying members:

- Meets membership requirements under WIA
- Includes several WIB members who meet Youth Council membership requirements
- Represents a significant customer group, e.g., employers
- Represents a significant provider of youth workforce development services, e.g., secondary education
- Represents a significant target population or special need, e.g. disabilities
- Represents geographic diversity
- Represents racial and ethnic diversity
- Represents more than one membership category, e.g., a business representative who is a school board member
- Demonstrates interest and willingness to contribute to the work of the Council
- Experience and effectiveness as a decision-maker
- Effective relationship and coordination with elected officials

Worksheet for Identifying Youth Council Members

Category Required by the Workforce Investment Act	Possible Organizations to Consider	Strategies for Engagement
<i>(i) members of the local board...with special interest or expertise in youth policy;</i>		
<i>(ii) representatives of youth service agencies, including juvenile justice and local law enforcement agencies;</i>		
<i>(iii) representatives of local public housing authorities;</i>		
<i>(iv) parents of eligible youth seeking assistance under this subtitle;</i>		
<i>(v) individuals, including former participants, and representatives of organizations, that have experience relating to youth activities;</i>		
<i>(vi) representatives of the Job Corps</i>		
Education		
Employers		
Labor		
Youth		
Others		

**ATTACHMENT #2
(SEE AGENDA ITEM #4a)**

Roles of Youth Council¹

There are a variety of roles a Youth Council may assume. The following presents the roles described in the WIA as well as other specific roles that a Youth Council might assume.

Roles Described in the WIA

The charge for the Youth Council (*Section 117(h)(4)*) is to:

- Develop the portions of the local workforce investment plan pertaining to eligible youth under WIA, as determined by the chair of the local WIB;
- Recommend eligible youth service providers to be awarded grants or contracts on a competitive basis to carry out youth activities under WIA, subject to approval of the local WIB;
- Conduct oversight with respect to eligible providers of youth services in the local area;
- Coordinate youth activities that include:
 - academic and employment skill-building;
 - connections to employers;
 - mentoring opportunities;
 - training opportunities;
 - incentives for recognition and achievement; and
 - leadership, development, decision-making, citizenship, and community service opportunities.
- Carry out other duties as determined appropriate by WIB Chair.

Other Roles that Youth Council Might Assume

- Oversee youth service planning process
- Determine youth and employer service needs, gaps, and duplications
- Design and develop a system of youth workforce development services
- Undertake collaborative planning for local youth workforce development activities
- Explore and leverage public and private resources
- Make funding decisions
- Develop collaborative RFPs for local youth workforce development services/service delivery
- Set standards and performance measures for services, quantifying and tracking responsiveness to the needs of both youth and employers
- Oversee, assess and recommend providers
- Monitor and evaluate youth workforce development services
- Develop and sponsor interagency training
- Advocate on behalf of youth workforce development services

¹ (Adapted from the *Youth Council Toolkit: Information And Options For Forming Youth Councils Under The Workforce Investment Act*)

**ATTACHMENT #3
(SEE AGENDA ITEM #4b)**

SAN FRANCISCO YOUTH COUNCIL STRATEGIC PRIORITIES
(Adopted 01/14/04)

OUR VISION: ALL YOUTH--ONE SYSTEM:

Our vision is that San Francisco offers a comprehensive and coordinated system of care, which provides a continuum of quality services to ensure that all youth are equipped with the skills, knowledge and abilities to prepare them for successful employment, academic and life choices by age 25.

The conditions one would find in a comprehensive youth serving system include, but are not limited to:

- Youth are aware of options/services available to them;
- Environments for learning and services are safe;
- Networks of support for youth are available and apparent;
- Caring adults are involved in supporting youth to attain goals;
- Access is present for achieving educational and employment support;
- A continuum of care exists that supports all areas of youth development;
- The investments made are strategic and connected to other resources;
- Services and support are ongoing and outcome based, not time/age based;
- Intake, referral and assessments are common and shared between agencies;
- Neighborhoods are receiving services that address local concerns;
- Individual service plans exist for youth and are used across agencies.

MISSION/PURPOSE:

To ensure quality, safe and healthy learning environments and opportunities, built on youth development principles, which lead to a high school diploma or certificate, and successful transitions to work or further education.

PRIMARY STRATEGIES:

- I. Focus on occupational preparation that leads to youth employment and successful transitions.
- II. Emphasize HS graduation or certification as minimum performance expectations.
- III. Target investments to at-risk, out-of-school youth, those in-school who are not on track to graduate, youth in the juvenile justice and foster care system, and pregnant and parenting teens.
- IV. Engage youth in leadership roles and evaluation functions to assure service designs support a comprehensive youth development system.
- V. Create a high level of agreement between organizations (DHS, SFUSD, DR, DCYF, and Juvenile Probation) to allow for seamless program delivery.
- VI. Support and finance neighborhood-based youth centers.

SUPPORTIVE STRATEGIES:

- I. Engage the private sector in creating more youth employment opportunities connected to youth's career aspirations.
- II. Create common intake, referral, assessment tools and strategies, including an individual youth plan for shared accountability of those served. "hand-off, not drop-off".
- III. Invest in contractors who are leveraging multiple funding streams and providing comprehensive services either themselves or with partners.
- IV. Mobilize, expand and align adult mentors to support youth beyond funded activities or timelines.
- V. Align RFP's and agency policies from primary youth investors to create a comprehensive service strategy until age 25.
- VI. Balance investments to assure capacity building of staff and system-building efforts.
- VII. Develop agreements with SFUSD to support in-school and out-of-school alternative systems for student achievement.